

# CLARE-GLADWIN

Regional Education Service District

Douglas E. Dodge, Superintendent  
Ron Morley, Assistant Superintendent for Special Education

4041 East Mannsiding Road, Clare, Michigan 48617

Phone: (989) 386-3851

Fax: (989) 386-3238

May 3, 2003

Federal Communications Commission  
Office of the Secretary  
445 - 12th Street, SW  
Washington, DC 20554

RECEIVED & INSPECTED

JUN 2 2003

FCC - MAILROOM

**RE: Letter of Appeal**

CC Docket Nos. 96-45 and 97-21

**1. Contact information.**

Clare-Gladwin RESD  
Ken Chinavare  
4041 Mannsiding Rd  
Clare, MI 48617-9753  
Phone: 989-386-8627  
Fax: 989-386-3238  
Email: kchinavare@cgresd.net

**2. Identify which SLD action you are appealing.**

SLD Form 471 Application Number: 297413  
Funding Year 5: July 1, 2002 – June 30, 2003  
Billed Entity Number: 131099  
Applicant Name: Clare-Gladwin RESD  
Funding Request Number: 762813, 762823, 762824, 765000  
Funding Commitment Decision Letter: October 8, 2002

**3. Basis of SLD decision to deny funding:** "A substantial number of the Letters of Agency (or other documentation) provided by the consortium leader do not show your authority to purchase the services in this funding request on behalf of the entit(ies) listed in Block 4."

**4. Explain your appeal and include copies of all relevant documentation.**

Basis of District appeal: Clare-Gladwin RESD is an intermediate service agency. Therefore, we file an application as a consortium as per the following SLD guidelines.

If you are filing as a consortium, you should check the fourth box. (You may be a **consortium of schools** [emphasis mine], libraries, or some combination of the above which may or may not include ineligible entities. (p. 10, Instructions for Completing the Schools and Libraries Universal Service -- Services Ordered and Certification Form (FCC Form 471)

Consortium (**intermediate service agencies** [emphasis mine], states, state networks, special consortia) (p. 1 of Form 470 Schools and Libraries Universal Service Description of Services Requested and Certification Form)

**MISSION STATEMENT:** The Clare-Gladwin Regional Education Service District's mission is to provide cooperative assistance, creative leadership, and specialized expertise to local school districts to enhance and expand educational opportunities for all.

No. of Copies needed  
List A B C D E



# CLARE-GLADWIN

REGIONAL EDUCATION SERVICE DISTRICT

4041 East Mannsiding Road, Clare, Michigan 48617 \* Phone 989.386.3851 \* FAX 989.386.3238

As an "Intermediate Service Agency", we provide educational services to students and staff in all of our constituent districts:

- Beaverton Rural School District
- Clare Public School District
- Farwell Area School District
- Gladwin Community Schools
- Harrison Community School District

In addition we operate a "special needs" school (Clare Gladwin Day School) on behalf of our constituent districts.

Therefore when we calculate our discount rate we must include the weighted average of all of our districts. Even though we need to use all of our districts' weighted averages to calculate our discount, we do not apply for each district's own telecommunication expenses. We only apply for our own telecommunications discounts and each constituent district applies for its own.

The telecommunication services that were denied funding in FRNs 762813, 762823, 762824, and 765000 represent services provided to Clare-Gladwin RESD only.

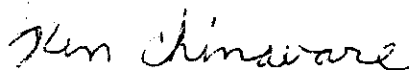
In addition, please find attached a copy of the signed consortium agreement for all districts within our RESD. Although these districts are not affected by the FRNs in question, I have included the consortium agreement here because the reason for denial says, "A substantial number of the Letters of Agency (or other documentation) provided by the consortium leader do not show your authority to purchase the services in this funding request on behalf of the entit(ies) listed in Block 4." Please note that all school districts listed on Block 4 have signed the agreement.

Upon appealing this decision to the SLD, we were again denied funding on the basis of: "Since the letter of agency reflects Internet Access, it cannot be considered sufficient evidence of authorization for the consortium's Telecommunications request." Again, we did not apply for Telecommunications for the individual districts so there would have been no need to specify Telecommunications on the letter of agency. Please find attached copy of the Administrator's Decision on Appeal.

We ask that these FRNs be reinstated and funded for the funding year. Please contact me if you have any further questions.

Thank you for your time and consideration.

Sincerely,



Ken Chinavare  
Technology Coordinator



**Universal Service Administrative Company**  
**Schools & Libraries Division**

**Administrator's Decision on Appeal - Funding Year 2002-2003**

April 22, 2003

Ken Chinavare  
Clare-Gladwin Regional Educational Service District  
4041 Mannsiding Road  
Clare, MI 48617-9753

Re: Billed Entity Number: 131099  
471 Application Number: 297413  
Funding Request Number(s): 762813, 762823, 762824, 765000  
Your Correspondence Received: November 25, 2002

After thorough review and investigation of all relevant facts, the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company ("USAC") has made its decision in regard to your appeal of SLD's Year 2002 Funding Commitment Decision for the Application Number indicated above. This letter explains the basis of SLD's decision. The date of this letter begins the 60-day time period for appealing this decision to the Federal Communications Commission ("FCC"). If your letter of appeal included more than one Application Number, please note that for each application for which an appeal is submitted, a separate letter is sent.

**Funding Request Number:** 762813, 762823, 762824, 765000  
**Decision on Appeal:** Denied in full  
**Explanation:**

- You stated in your appeal letter that as an "Intermediate Service Agency", you provide educational services to students and staff in all of your constituent districts: Beaverton Rural SD, Clare Public SD, Farwell Area SD, Gladwin Community SD, Harrison Community SD. In addition, you operate a "special needs" school (Clare Gladwin Day School) on behalf of your constituent districts. Therefore, when you calculate your district rate, you must include the weighted average of all of your districts. Even though you need to use all of your districts' weighted averages to calculate your discount, you do not apply for each district's own telecommunication expenses. You only apply for your own telecommunications discounts, and each constituent district applies for its own. The telecommunication services that were denied funding represent services provided to Clare-Gladwin RESD only.

- Upon review of the application, it is determined that you had referenced a Block 4 Worksheet No. 354263 in Block 5, Item 22, for the above-mentioned funding requests, which indicated that the services are for the consortium. Since the requested telecommunication services are provided to Clare-Gladwin RESD and Clare-Gladwin RESD is listed as a member of the Consortium instead of separating from the Consortium, the Consortium test was correctly applied to this application. The Consortium test result shows that all school districts listed in Block 4 did sign the E-Rate Consortium Agreement, which indicated that a substantial number of the Letters of Agency did show the consortium leader, Clare-Gladwin RESD, authority to purchase services on behalf of the entities listed in Block 4. However, the E-rate Consortium Agreement signed by the Superintendents of Beaverton Rural Schools, Clare Public Schools, Clare-Gladwin RESD, Farwell Area Schools, Gladwin Community Schools, and Harrison Community Schools only confirmed its procurement of Internet Access Services, and not Telecommunications services that were requested for your cellular, local & long distance and pager services. Program rules require that the services that are listed on the Letters of Agency should match the service type that the entity (Clare-Gladwin RESD, in this case) has listed on the 471. Since the Letter of Agency reflects Internet Access, it cannot be considered sufficient evidence of authorization for the consortium's Telecommunication request. Consequently, SLD denies your appeal.

If you believe there is a basis for further examination of your application, you may file an appeal with the Federal Communications Commission (FCC) via United States Postal Service: FCC, Office of the Secretary, 445-12<sup>th</sup> Street SW, Washington, DC 20554. If you are submitting your appeal to the FCC by other than United States Postal Service, check the SLD web site for more information. Please reference CC Docket Nos. 96-45 and 97-21 on the first page of your appeal. The FCC must **RECEIVE** your appeal **WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER** for your appeal to be filed in a timely fashion. Further information and new options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site, [www.sl.universalservice.org](http://www.sl.universalservice.org).

We thank you for your continued support, patience, and cooperation during the appeal process.

Schools and Libraries Division  
Universal Service Administrative Company

## E-RATE CONSORTIUM AGREEMENT

This is to confirm our participation in the Clare-Gladwin RESD E-rate Consortium and its procurement of Internet Access services. I hereby authorize Clare-Gladwin RESD to submit FCC Form 470, FCC Form 471, and other E-rate forms to the Schools and Library Division on behalf of the undersigned school district.

I understand that in submitting these forms on our behalf, you are making certifications for our school district. I further understand that this agreement does not obligate our district to utilize the services procured by Clare-Gladwin RESD if funding is not available, if our district's budgetary requirements dictate non-participation, or if the district's curricular/technical needs will not be met by the acquired service.

By signing this letter of agency, I acknowledge that a consortium agreement may benefit our district financially, academically, and/or technologically. Additionally, I make the following certifications on behalf of our district:

- I certify that the schools in our district are all schools under the statutory definitions of elementary and secondary schools found in the Elementary and Secondary Education Act of 1956, do operate as for-profit businesses, and do not have endowments exceeding \$50 million.
- I certify that the schools in our district have secured access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services.
- I certify that the schools in our district are all covered, or will be covered at the time funding is granted, by E-rate approved technology plans (unless discounts are only being requested for basic local and long distance telephone service).
- I certify that the services that our school district purchases at E-rate discounts (as described in the law 47 U.S.C. Sec. 254) will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.
- I certify that the entities eligible for support that I am representing have complied with all applicable and state and local laws regarding procurement of services for which support is being sought.
- I certify that our school district has complied with all E-rate program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments.
- I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of the benefits from those services.
- I certify that I am authorized to sign this letter of agency and, to the best of my knowledge, information, and belief, all information provided to Clare-Gladwin RESD for E-rate submission is true.

I understand that persons willfully making false statements on E-rate forms or through this letter of agency can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Robert A. Feller  
Superintendent

2/13/2002  
Date

Beaverton Rural Schools  
District

Thomas J. Hille  
Superintendent

2/13/2002  
Date

Clare Public Schools  
District

Phyllis Dodge  
Superintendent

2/13/2002  
Date

Clare-Gladwin RESD  
District

Mark Bond  
Superintendent

2/13/2002  
Date

Farwell Area Schools  
District

Samuel M. Smith  
Superintendent

2/13/2002  
Date

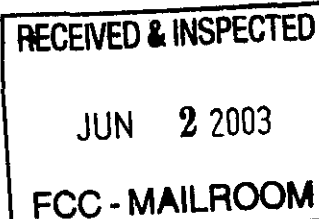
Gladwin Community Schools  
District

Joseph A. Whitcraft  
Superintendent

2/13/2002  
Date

Harrison Community Schools  
District

Federal Communications Commission (FCC)  
Office of the Secretary  
9300 East Hampton Drive  
Capitol Heights, MD 20743



Administrator's Decision on Appeal Funding year 2001-2002

Document date January 21, 2003

Computer Assets, Inc

P.O. Box 1364  
805 S. Riverside Dr.  
Española, New Mexico 87532  
(505) 747-1172 x 1211  
(505) 752-6347 Fax

Contact Person: Frances Diaz  
frances@computerassets.com

<u>Frn#</u>	<u>561012</u>
<u>471 Application#</u>	<u>238132</u>
<u>Billed Entity#</u>	<u>98865</u>
<u>Funding Year</u>	<u>2001-2002 E-Rate 4</u>

May 28, 2003

**APPEAL**

**To Whom It May Concern:**

I am writing this letter in regards to Administrator's Decision on Appeal for funding Year 4, E-rate 2001-2002. The letter received from Universal Service Administrative Company, Schools & Libraries Division, funding request number 561012, was denied in full.

*We feel that this decision is not a fair decision, therefore we wish to Appeal this finding. The reason for this appeal is that the school filed a Form 500 Extension request. At the time of filing the school and we assumed that when you file a contract extension request form 500, that the services were automatically extended also. The service certification states that the services were done and completed, complying with the form 500 extension. We both the school and ourselves were unaware at this point of the services needing to be extended also, at this point the services were done and completed, during this time there were also numerous Administration changes at the school and the communication structure was affected. If anyone from the school was contacted at this time they may not have informed, Computer Assets of the pending situation. It would be a hardship for the school to be responsible to pay us such a large amount of money to us.*

My understanding is that the school is notified one time from Schools & Libraries Div. when there is a problem; we as the service provider are not notified.

We have performed the approved services in good faith and have done our best to satisfy our commitment to the customer, we were completely reliant on the school, to take care of this situation. We did not actually check with SLD before hand, regarding this matter. From now on we will make it a practice to make sure everything is in place before we start any project, we were really unaware

No. of Copies rec'd 0  
List A B C D E

we should check with SLD to make sure that everything is certified before we start work. We will verify this information in the future.


Attached you will find all supporting documents for our funding commitment to this particular Frn:

1. Letter of appeal being denied dated 4/17/03
2. Copy of funding commitment report dated 2/08/2003
3. Copy of 471 Acknowledgement Letter dated, 2/28/01
4. Form 500 Notification Letter dated, 2/17/02
5. Form 486 2nd filed dated 6/10/02
6. Form 486 Notification letter dated 11/17/02
7. Service Certification Form from SLD to Chinle Boarding Schools stating all services completed.
8. Copy of Electronically filed letter of Invoice Deadline request
9. Confirmation of Appeal received

We feel we should receive our monies for our services as committed to us by the funding commitment report, even though there was a minor problems that can be corrected in future funding.

If I can be of further assistance or answer any questions that may help resolve this matter promptly, please contact me.

Respectfully submitted,



Frances Diaz  
Computer Assets, Inc.



Universal Service Administrative Company  
Schools & Libraries Division



---

## Administrator's Decision on Implementation Extension Request

04/17/03

Frances Diaz  
Computer Assets, Inc.  
805 S. Riverside Drive  
P.O. Box 1364  
Espanola, NM 87532

471 Application Number: 238132  
Funding Request Number(s): 561012  
Your Correspondence Dated: 3/10/03

After thorough review and investigation of all relevant facts, the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company ("USAC") has made its decision in regard to your implementation extension request. This letter explains the basis of SLD's decision. The date of this letter begins the 60-day time period for appealing this decision to the Federal Communications Commission ("FCC"). If your request included more than one 471 Application, please note that for each application you will receive a separate determination letter.

FRN(s): 561012  
Decision on extension request: **Denied in full**

Explanation: Request received after deadline and service delivered outside of fund year.

In accordance with the FCC Report and Order (FCC 01-195) released on June 29, 2001, the Administrator may grant an extension of time for the implementation of non-recurring services if the implementation is delayed for circumstances beyond the named service provider's control. You have been unable to establish such circumstances.



## **FCC REVIEW OF THE ADMINISTRATOR'S DECISION**

If you believe there is a basis for further examination of your request, you may file an appeal with the Federal Communications Commission (FCC): FCC, Office of the Secretary, 445-12th Street SW, Washington, DC 20554. If you are submitting your appeal to the FCC by other than United States Postal Service, check the SLD web site <[www.sl.universalservice.org](http://www.sl.universalservice.org)> for more information. You should refer to CC Docket Nos. 96-45 and 97-21 on the first page of your appeal to the FCC. Your appeal must be made in writing and RECEIVED BY THE FCC at the FCC address above WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. Further information and new options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference area of the SLD web site.

We thank you for your continued support, patience, and cooperation during the request review process.

Schools and Libraries Division  
Universal Service Administrative Company

Cc: RICHARD HARJO, CHINLE BOARDING SCHOOL



Universal Service Administrative Company  
Schools & Libraries Division

**FUNDING COMMITMENT DECISION LETTER**

(Funding Year 4: 07/01/2001-06/30/2002)

February 8, 2002

Computer Assets, Inc.  
Abe Salazar  
805 S. Riverside Drive  
Española, NM 87532

**Re: Service Provider Name: Computer Assets, Inc.**  
**Service Provider Identification Number: 143020100**

Thank you for participating in the E-rate program for Funding Year 4 (07/01/2001 - 06/30/2002). This letter is your notification of our decision(s) regarding applications that listed your company's Service Provider Identification Number (SPIN) as providing service(s) eligible for discounts.

As was the case in previous program years, there are a number of steps that need to be completed in order to implement E-rate discounts. In an effort to expedite the process of implementing discounts, we are providing detailed information regarding the status of your customers' requests for discounts in the form of a series of Funding Commitment Reports. Attached are reports of our decisions made for customers listing your SPIN in their Form 471 applications. Each report contains detailed information extracted from the Applicant's Form 471, as well as an explanation of our decision regarding their Discount Funding Request.

**NEXT STEPS**

Once you've reviewed this letter, we urge you to contact your customers to begin any necessary arrangements regarding start of services, billing of discounts or any other administrative details for implementation of E-rate services. As a reminder, only services delivered in accordance with Federal Communications Commission (FCC) rules on service delivery periods are eligible for these discounts. Applicants have been encouraged to contact you regarding their E-rate commitments. After Applicants have received their Funding Commitment Decision Letter, they will be required to file FCC Form 486, "Receipt of Service Confirmation Form." We will send you a Form 486 Notification Letter when we receive a Form 486 from Applicants who cite your SPIN, and will also provide guidance on how to invoice the Schools and Libraries Division (SLD) for reimbursement of discounts for services listed in the respective Form 486. There is a new Form 486, dated July 2001 in the lower right corner, that MUST be used for Funding Year 4 and for any previous funding years. Subsequent submissions of earlier versions of the Form 486 will be returned to the Applicant and will not be able to be processed.

On December 21, 2000, the Children's Internet Protection Act was signed into law, and applicants will be required to use the Form 486 to certify their compliance status. Because of this new feature on the Form 486, you should carefully review the Form 486 Notification Letter(s) you receive to make sure no changes have occurred since this Funding Commitment Decision Letter. In order to receive discounts for Internet access and internal connections services under the universal service support mechanism, school and library authorities must certify that they are enforcing a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. For Funding Year 4, recipients are not required to have the policies and technology measure in place; they may certify that they are undertaking necessary actions to put them in place for the following year.

Any appeal of the funding decisions detailed in a Funding Commitment Decision Letter must be received within 60 days of the date on the Funding Commitment Decision Letter. (Information on the appeal process can be found in the "How to Apply, Step-by-Step" area of the SLD web site, [www.sl.universalservice.org](http://www.sl.universalservice.org)) Therefore, prompt communication with your customer is essential.

#### NOTICE ON RULES AND FUNDS AVAILABILITY

Applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the universal service mechanisms for schools and libraries. FCC Form 471 Applicants who have received funding commitments continue to be subject to audits and other reviews that SLD or the Federal Communications Commission may undertake periodically to assure that funds have been committed and are being used in accordance with all such requirements. If the SLD subsequently determines that its commitment was erroneously issued due to action or inaction, including but not limited to that by SLD, the Applicant, or Service Provider, and that the action or inaction was not in accordance with such requirements, SLD may be required to cancel those funding commitments and seek repayment of any funds disbursed not in accordance with such requirements. The SLD, and other appropriate authorities (including but not limited to USAC and the FCC), may pursue enforcement actions and other means of recourse to collect erroneously disbursed funds. The timing of payment of invoices may also be affected by the availability of funds based on the amount of funds collected from contributing telecommunications companies.

Thank you for the work you are doing to connect our schools and libraries through advanced telecommunications services.

Sincerely,

Schools and Libraries Division  
Universal Service Administrative Company

Enclosures

#### A GUIDE TO THE FUNDING COMMITMENT REPORT

Attached to this letter will be a report for each E-rate funding request featuring your SPIN. We are providing the following definitions.

**FUNDING REQUEST NUMBER (FRN):** A Funding Request Number is assigned by the SLD to each Block 5 of the Applicant's Form 471 once an application has been processed. This number is used to report to Applicants and Service Providers the status of individual discount funding requests submitted on a Form 471.

**FORM 471 APPLICATION NUMBER:** A unique identifier assigned to a Form 471 application by the SLD (from Item 3b of the Form 471).

**FORM 470 APPLICATION NUMBER:** A unique identifier assigned by the SLD to a Form 470 as listed in Block 5, Item 12 of the Form 471.

**NAME OF 471 APPLICANT:** Name of entity that applied to the SLD, from Item 1 of the Form 471.

**ADDRESS OF 471 APPLICANT:** Address of entity that applied to the SLD from Item 1 of the Form 471. Includes street address and state, city and zip code.

**ENTITY NUMBER:** A unique identifier assigned by the SLD for the Applicant.

**NAME OF CONTACT PERSON:** The name of the contact person from Block 1, Item 6 of the Form 471.

**PREFERRED MODE OF CONTACT:** i.e., telephone, fax, E-mail or standard mail.

**CONTACT INFORMATION:** i.e., telephone number, fax number, E-mail address, or mailing address based on preferred mode of contact.

**FUNDING YEAR:** The funding year for which discounts have been requested.

**FUNDING STATUS:** Each FRN will have one of three definitions: "Funded," "Not Funded," or "As Yet Unfunded." This service provider notification will not include FRNs in the "As Yet Unfunded" status.

1. An FRN that is "Funded" will be approved at the level that SLD determined is appropriate for that item. The funding level will generally be the level requested unless the SLD determines during the application review process that some adjustment is appropriate.
2. An FRN that is "Not Funded" is one for which no funds will be committed. The reason for the decision will be briefly explained in the "Funding Commitment Decision," and amplification of that explanation may be offered in the section, "Funding Commitment Decision Explanation." An FRN may be "Not Funded" because the request does not comply with program rules or because the total amount of funds in the Universal Service Fund was insufficient to fund all requests.
3. An FRN that is "As Yet Unfunded" in an Applicant's Funding Commitment Decision Letter reflects a temporary status that is assigned to an FRN when the SLD is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for internal connections at a particular discount level. For example, if the application included requests for discounts on both telecommunications services and internal connections, the applicant might receive a letter with a funding commitment for their telecommunications funding requests and a message that their internal connections requests are "As Yet Unfunded." The funding decision on those internal connections requests will be included in a subsequent Funding Commitment Decision Letter.

**CONTRACT NUMBER:** The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on Form 471.

**SERVICES ORDERED:** The type of service ordered from the service provider, as shown on Form 471.

**SITE IDENTIFIER:** The Entity Number listed in Form 471, Block 5, Item 22a will be listed. This will appear only for "site specific" FRNs.

**BILLING ACCOUNT NUMBER:** The account number that you have established with your customer for billing purposes. This will be present only if a Billing Account Number was provided on Form 471.

ALLOWABLE VENDOR SELECTION / CONTRACT DATE: The earliest date the Applicant was permitted to sign a contract for services after posting a Form 470.

CONTRACT AWARD DATE: The date that the contract for this service was awarded.

EARLIEST POSSIBLE EFFECTIVE DATE OF DISCOUNT: The first possible date of service for which the SLD will reimburse service providers for the discounts for the service.

CONTRACT EXPIRATION DATE: The date the contract expires. This will be present only if a contract expiration date was provided on Form 471.

TOTAL ESTIMATED MONTHLY RECURRING CHARGES: Estimate of the total monthly charges for the recurring service.

PORTION OF TOTAL ESTIMATED MONTHLY RECURRING CHARGES THAT IS INELIGIBLE: Total charges associated with ANY ineligible services, entities, or uses included in the Total Estimated Monthly Charges for this service.

ELIGIBLE MONTHLY PRE-DISCOUNT AMOUNT FOR RECURRING CHARGES: Total Estimated Monthly Recurring Charges less the Portion of Total Estimated Monthly Recurring Charges that is Ineligible. The total amount of eligible charges approved under program.

NUMBER OF MONTHS RECURRING SERVICE PROVIDED IN PROGRAM YEAR: Number of months the service will be provided in the funding year.

ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE RECURRING SERVICES: Eligible Monthly Pre-Discout Amount for Recurring Charges multiplied by Number of Months Recurring Service Provided in the funding year.

ANNUAL NON-RECURRING CHARGES: Estimate of the total amount of non-recurring (one time) pre-discount charges for this service.

PORTION OF ANNUAL NON-RECURRING CHARGES THAT IS INELIGIBLE: Total cost associated with ANY ineligible services, entities, or uses included in the Annual Non-Recurring Charges.

ANNUAL ELIGIBLE PRE-DISCOUNT AMOUNT FOR NON-RECURRING CHARGES: Annual Non-Recurring Charges less the Portion of Annual Non-Recurring Charges that is Ineligible. The total amount of eligible non-recurring charges requested under program.

TOTAL PROGRAM YEAR PRE-DISCOUNT AMOUNT: The total eligible recurring and non-recurring charges under the program for the funding year.

DISCOUNT PERCENTAGE APPROVED BY THE SLD: This is the discount rate that the SLD has approved for this service.

FUNDING COMMITMENT DECISION: This represents the total amount of funding that the SLD has reserved to reimburse service providers for the approved discounts for this service through the pertinent funding year service delivery date. It is important that you and the Form 471 Applicant both recognize that the SLD should be invoiced and the SLD may direct disbursement of discounts only for eligible, approved services actually delivered and installed.

FUNDING COMMITMENT DECISION EXPLANATION: This entry may amplify the comment in the "Funding Commitment Decision" area.

TECHNOLOGY PLAN APPROVAL STATUS: This indicates whether the technology plans of the entities included in the Form 471 application have received approval, are pending, or are not needed. Consortium applications may feature both "approved" and "pending approval" status. This is from Block 6, Item 27 of the Form 471 application.

WAVE NUMBER: The number of the grouped mailing in which the Applicant's Funding Commitment Decision Letter was included.

APPLICANT LETTER DATE: The date on the Applicant's Funding Commitment Decision Letter.

FUNDING COMMITMENT REPORT

Service Provider Name: Computer Assets, Inc.  
Service Provider Identification Number: 143020100

Funding Request Number: 561012  
Form 471 Application Number: 238132  
Form 470 Application Number: 757620000300855  
Name of 471 Applicant: CHINLE BOARDING SCHOOL  
Applicant Street Address: PO BOX 70  
Applicant City: MANY FARMS  
Applicant State: AZ  
Applicant Zip: 86538-3070  
Entity Number: 98865  
Name of Contact Person: Richard Harjo  
Preferred Mode of Contact: PHONE  
Contact Information: (520) 781-6221  
Funding Year: 07/01/2001 - 06/30/2002  
Funding Status: Funded  
Contract Number: CMPS-3015B  
Services Ordered: Internal Connections  
Site Identifier: 98865  
Billing Account Number: 505-747-1172  
Allowable Vendor Selection/Contract Date: 11/21/2000  
Contract Award Date: 01/03/2001  
Earliest Possible Effective Date of Discount: 07/01/2001  
Contract Expiration Date: 06/30/2002  
Total Estimated Monthly Recurring Charges: \$0.00  
Portion of Total Estimated Monthly Recurring Charges that is Ineligible: \$0.00  
Eligible Monthly Pre-Discount Amount for Recurring Charges: \$0.00  
Number of Months Recurring Service Provided in Program Year: 12  
Annual Pre-Discount Amount for Eligible Recurring Services: \$0.00  
Annual Non-Recurring Charges: \$164903.71  
Portion of Annual Non-Recurring Charges that is Ineligible: \$7097.08  
Annual Eligible Pre-Discount Amount for Non-Recurring Charges: \$157806.63  
Total Program Year Pre-Discount Amount: \$157806.63  
Applicant's Approved Discount Percentage: 90  
Funding Commitment Decision: \$142025.97 - FRN approved; modified by SLD  
Funding Commitment Decision Explanation: The estimated one-time and/or monthly charge was changed to reflect the documentation provided by the applicant and reduced for services to ineligible Preschool  
Technology Plan Approval Status: Approved  
Wave Number: 014  
Applicant Letter Date: 02/08/2002



Universal Service Administrative Company  
Schools & Libraries Division

FORM 471 RECEIPT ACKNOWLEDGMENT LETTER  
(Funding Year 4: 07/01/2001 - 06/30/2002)

February 28, 2001

Computer Assets, Inc.  
Abe Salazar  
805 S. Riverside Drive  
Española, NM 87532

Re: SPIN - 143020100  
Funding Year 4: 07/01/2001 - 06/30/2002

NOTICE: This notification is an acknowledgment of RECEIPT and SUCCESSFUL DATA ENTRY of Form 471 applications containing Funding Requests which list your Service Provider Identification Number (SPIN) 143020100.

This letter does NOT contain any decisions concerning applicants' requests for discounts.

Your school or library customers, as noted herein, have applied for Universal Service support for their advanced telecommunications needs. The total amount of the pre-discount costs for the Funding Requests contained in this letter is \$160,285.86. You may receive additional letters reporting Funding Requests received by the Schools and Libraries Division (SLD) in other Form 471 applications.

Please keep this letter for your records. The Form 471 Application Number and Funding Request Numbers are critical for you to link this communication with future SLD communications.

The Funding Request Numbers (FRNs) listed in this Acknowledgment Letter are included within the application filing window wherein all applications which pass the Minimum Processing Standards are treated as though they were received on the same day. SLD's Program Integrity Assurance (PIA) Team will now review these applications for compliance with program rules. In addition, we have received the Certifications for the Forms 471 which cite your Service Provider Identification Number and have entered these Certifications into our processing system. Once the review of the Form 471 applications has been completed, you will receive Funding Commitment Decision Letters that inform you of the disposition of the Funding Requests which cite your SPIN. Until you receive Funding Commitment Decision Letters from the SLD, you cannot assume that applicants will receive the discounts for which they are applying.

EXPLANATION OF LINE ITEM INFORMATION

Note: Line item information appears at end of letter.

1. FRN (Funding Request Number): The Funding Request Number that the SLD assigned to each Block 5 (of Form 471), that is entered into our data system. This number will be cited in relation to the SLD's funding decision contained in the Funding Commitment Decision Letter.
2. Form 471 Application Number: The unique application number assigned by the SLD to each Form 471 application and is the application number in which the FRN was listed.
3. Form 470 Application Number: The Form 470 Application Number cited by the applicant

in Block 5, Item 12 of the Form 471 application.

4. Name of Applicant (Billed Entity): The name of the Billed Entity, Block 1, Item 1 of the Form 471.
5. Entity Number of Applicant: a unique identifier assigned by the SLD for the applicant, Block 1, Item 3.
6. Address of Applicant: The address of the Billed Entity from Block 1, Item 4a of the Form 471.
7. Telephone Number of Applicant: The telephone number of the Billed Entity from Block 1, Item 4b of the Form 471.
8. Name of Contact Person: The name of the contact person from Block 1, Item 6a of the Form 471.
9. Address of Contact Person: The address of the contact person from Block 1, Item 6b of the Form 471. If this information was blank, then the address of the applicant from Block 1, Item 4a is provided.
10. Telephone Number of Contact Person: The telephone number is from Block 1, Item 6c. If there was not a contact person telephone number provided on the Form 471 application, then the telephone number of the applicant from Block 1, Item 4b is provided.
11. Category of Service: The type of service for which discounts have been requested. The categories are: Telecommunications Services (Tele Svc); Internet Access (Inet Acc); and Internal Connections (Intr Con), from Block 5, Item 11.
12. Contract Number: For a contracted service, this includes the number of the contract between the eligible party and the service provider; tariffed services is identified by a "T", and month-to-month arrangements is identified by "MTM", from Block 5, Item 15.
13. Billing Account Number: The account number that you have established with your customer for billing purposes, from Block 5, Item 16. This will be present only if a Billing Account Number was provided on Form 471.
14. Allowable Vendor Selection/Contract Date: The earliest date the Applicant is permitted to sign a contract for newly contracted services or to select a service provider for tariffed or month-to-month services after posting a Form 470, from Block 5, Item 17.
15. Contract Award Date: The date that the contract for this service was awarded, from Block 5, Item 18.
16. Service Start Date: For contracted, tariffed, and month-to-month services, the date when services will start in the application funding year, from Block 5, Item 19a.
17. Contract Expiration Date: For contracted services only, the date the contract expires, from Block 5, Item 20.
18. Pre-Discount Dollar Amount: This is the total annual pre-discount cost for each FRN, from Block 5, Item 23, Column I.
19. Discount Percentage Requested: The discount percentage requested, from Block 5, Item 23, Column J.
20. Funding Commitment Request: The total funding commitment requested for this service, from Block 5, Item 23, Column K.

#### COMMUNICATIONS WITH APPLICANTS

The SLD is also sharing FRN information with applicants. We have invited them to correct information cited in this letter by sending us a marked-up copy of the letter within 2 weeks of its issuance. If you see any errors in this letter, we recommend you contact the relevant applicant and advise them of the errors so that they can notify us. In addition, we have advised applicants that we are sharing this information with service providers. Please be reminded that NO DISCOUNTS HAVE YET BEEN APPROVED FOR THESE FRNS. NO DISCOUNTS will be provided until after the SLD issues the Funding Commitment Decision Letter for a particular application, and the applicant submits a Form 486 to confirm service delivery, and that the applicant's Technology Plan has been approved.



The SLD has encouraged Form 471 applicants to contact their service providers to inform the service providers of the funding requests submitted to the SLD. Similarly, the SLD encourages service providers to contact applicants to obtain the additional information that may be necessary to enable service providers to successfully bill approved discounts.

**QUESTIONS ABOUT THIS LETTER**

If you have any questions regarding the above information, please write to us at "SLD, Box 125-Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981." Thank you for your interest in the Schools and Libraries Universal Service Program.

---

ERN: 561012  
Form 471 Application Number: 238132  
Form 470 Application Number: 757620000300855  
Name of Applicant: CHINLE BOARDING SCHOOL  
Entity Number of Applicant: 98865  
Address of Applicant: PO BOX 70, MANY FARMS, AZ 86538-3070  
Telephone Number of Applicant: (520) 781-6221  
Name of Contact Person: Richard Harjo  
Telephone Number of Contact Person: (520) 781-6221  
Category of Service: Internal Connections  
Contract Number: CMPS-3015B  
Billing Account Number: 505-747-1172  
Allowable Vendor Selection/Contract Date: 11/21/2000  
Contract Award Date: 01/03/2001  
Service Start Date: 07/01/2001  
Contract Expiration Date: 06/30/2002  
Pre-Discount \$ Amount: \$160,285.86  
Discount Percentage Requested: 90%  
Funding Commitment Request: \$144,257.27



Universal Service Administrative Company  
Schools & Libraries Division

RECEIVED  
12/24/02

FORM 500 NOTIFICATION LETTER  
(Funding Year 2001: 07/01/2001 - 06/30/2002)

November 27, 2002

Computer Assets, Inc.  
Abe Salazar  
805 S. Riverside Drive  
Española, NM 87532

Re: Service Provider Name: Computer Assets, Inc.  
Service Provider Identification Number: 143020100

This letter is to notify you that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company has received and accepted FCC Form(s) 500 (Adjustment to Funding Commitment and Modification to Receipt of Service Confirmation Form) from Billed Entities who filed FCC Form(s) 471 listing your company's Service Provider Identification Number (SPIN). This Form 500 information will affect information previously reported to you.

As described in the "Funding Commitment Synopsis Explanation" below, this letter confirms several important pieces of information from each Form 500. Each Funding Commitment Synopsis relates to a particular Funding Request Number (FRN) and will set forth the modifications requested by the applicant for that FRN. (An FRN is the number assigned to each Block 5 of the applicant's Form 471 once an application has been processed.) Changes may include:

- change of the previously reported Service Start Date;
- change of the previously reported Contract Expiration Date;
- cancellation of an FRN;
- reduction of an FRN.

NOTICE ON SERVICE START DATE

There may be some situations where the New Service Start Date as reflected on this letter has been changed from what the applicant indicated on the Form 500. Such changes are made by the SLD to be sure that the service start date is in compliance with program rules. You will know that a change has been made if there is an asterisk (\*) next to the New Service Start Date. It is important that you and the 471 applicant both recognize that the SLD should be invoiced and the SLD may direct disbursement of the discounts only on eligible, approved services actually delivered and installed after the Service Start Date indicated on this letter.

Any appeal of the change in Service Start Date detailed in a Form 500 Notification Letter must be received within 60 days of the date on the Form 500 Notification Letter. (Information on the appeal process can be found in "Appeals Procedure" posted in the Reference Area of the SLD web site, [www.sl.universalservice.org](http://www.sl.universalservice.org)) Therefore, prompt

communication with your customer is essential.

#### NOTICE ON INVOICING

**INVOICING DEADLINES:** After a Form 486 has been properly filed, the SLD must receive an invoice from either the applicant or the service provider in order to make payments for approved discounts on eligible services. Form 472, Billed Entity Applicant Reimbursement (BEAR) Form, is filed by the applicant; Form 474, Service Provider Invoice Form, is filed by the service provider. Invoices must be postmarked no later than 120 calendar days after the last date to receive service or 120 calendar days after the date of the Form 486 Notification Letter, whichever is later. If an invoice is postmarked after the later of those two dates, payment will be denied.

Please note that the SLD encourages service providers to work with their customers to establish whether discounts will appear on bills or whether customers prefer a reimbursement process. The SLD will process either reimbursements based on Form 472 (BEAR) or discounts based on Form 474 (SPIF) for a given FRN. Once established, however, the selected process - SPIFs or BEARs - must be used consistently for the entire Funding Year.

**NOTE:** The SLD will base the billing mode (reimbursement or discounting) on the first invoice type that it processes for payment. It is therefore imperative for the service provider and the customer to establish together the preferred invoicing mode.

#### EXPLANATION OF INFORMATION PROVIDED IN THE FORM 500 NOTIFICATION LETTER

On the following pages is a list of FRNs under which you are providing service and for which the applicant has notified us that it is making a modification. To help you understand this list, the following definitions are provided. Most of these are identical to the definitions that were included in the Funding Commitment Decision Letters (FCDL) earlier sent to you.

**Funding Request Number (FRN):** A Funding Request Number is assigned by the SLD to each Block 5 on the applicant's Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of of individual discount requests submitted on a Form 471.

**Form 471 Application Number:** A unique identifier assigned to a Form 471 application by the SLD.

**Name of 471 Billed Entity Applicant:** The name of entity that applied to the SLD, from Item 1 of the Form 471.

**Entity Number:** A unique identifier assigned by the SLD for the Billed Entity applicant.

**Name of Form 500 Contact Person:** The name of the contact person from Block 1 of the Form 500.

**Form 500 Contact Person Information:** Mailing address from Block 1, Item 5 of the Form 500, telephone number, fax number, and e-mail address.

**Funding Year:** The funding year for which discounts have been approved. Funding years begin on July 1 and end on the following June 30. Funding years are designated by the calendar year in which they begin.

**Billing Account Number:** The account number that you have established with your customer for billing purposes. This will be present only if a Billing Account Number was provided on Form 471.

**Service Start Date Change (SHOWN ONLY IF REQUESTED):** The New Service Start Date as indicated on the Form 500. If this date is marked with an asterisk, it was changed by SLD from what the applicant indicated on the Form 500 to be in compliance with program rules and an explanation for the change has been provided. This date as shown is controlling and USAC will not reimburse discounts on services delivered prior to this date.

**Service Start Date Change Explanation (SHOWN ONLY IF RELEVANT):** If the Service Start Date is marked with an asterisk, this field will appear to explain why SLD changed the date. One of the following explanations may appear:

**AVSCD:** The Service Start Date may not be before the Allowable Vendor Selection/Contract Date (AVSCD) from the Form 470 cited for this FRN on the Form 471. If the applicant indicated an earlier SSD on the Form 500, SLD changed the SSD to the AVSCD.

486 DEADLINE: Applicants can not use the Form 500 to change the Service Start Date from an adjusted Service Start Date on the Form 486. If the applicant indicated an earlier SSD on the Form 500, SLD changed the SSD to what was reflected on the Form 486 Notification letter sent to both the applicant and the service provider.

Contract Expiration Date Change (SHOWN ONLY IF REQUESTED): The Original Contract Expiration Date as shown on the Form 471 and the New Contract Expiration Date. A contract extension does not result in more money being committed to the FRN; the funding remains at the level provided in the Funding Commitment Decision Letter, but an extension may provide more time for the provision of service.

Cancel FRN (SHOWN ONLY IF REQUESTED): The Original Commitment Amount as shown in the Funding Commitment Decision Letter (FCDL) and a New Commitment Amount of \$0.00. Canceling an FRN is an irrevocable action.

Reduce FRN (SHOWN ONLY IF REQUESTED): The Original Commitment Amount as shown in the Funding Commitment Decision Letter (FCDL) and the New Commitment Amount After Reduction. The New Commitment Amount will become the new cap for the FRN. Reducing an FRN is an irrevocable action.

FORM 500 NOTIFICATION LETTER FUNDING COMMITMENT SYNOPSIS  
(Funding Year 2001)

Service Provider Name: Computer Assets, Inc.  
Service Provider Identification Number: 143020100

Funding Request Number: 561012

Form 471 Application Number: 238132

Name of 471 Applicant: CHINLE BOARDING SCHOOL

Entity Number: 98865

Name of Form 500 Contact Person: JACQUELINE WADE

Form 500 Contact Person Information: PO BOX 70, MANY FARMS, AZ 86538-3070, 928-781-6221,  
928-781-6376, JNWADE50@HOTMAIL.COM

Funding Year 2001: 07/01/2001 - 06/30/2002

Billing Account Number: 505-747-1172

Contract Expiration Date Change: 06/30/2002; 11/30/2002



**Universal Service Administrative Company**  
Schools & Libraries Division

---

**FORM 500 NOTIFICATION LETTER**  
(Funding Year 2001: 07/01/2001 - 06/30/2002)

July 17, 2002

Computer Assets, Inc.  
Abe Salazar  
805 S. Riverside Drive  
Española, NM 87532

**Re: Service Provider Name: Computer Assets, Inc.**  
**Service Provider Identification Number: 143020100**

This letter is to notify you that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company has received and accepted FCC Form(s) 500 (Adjustment to Funding Commitment and Modification to Receipt of Service Confirmation Form) from Billed Entities who filed FCC Form(s) 471 listing your company's Service Provider Identification Number (SPIN). This Form 500 information will affect information previously reported to you.

As described in the "Funding Commitment Synopsis Explanation" below, this letter confirms several important pieces of information from each Form 500. Each Funding Commitment Synopsis relates to a particular Funding Request Number (FRN) and will set forth the modifications requested by the applicant for that FRN. (An FRN is the number assigned to each Block 5 of the applicant's Form 471 once an application has been processed.) Changes may include:

- change of the previously reported Service Start Date;
- change of the previously reported Contract Expiration Date;
- cancellation of an FRN;
- reduction of an FRN.

**NOTICE ON SERVICE START DATE**

There may be some situations where the New Service Start Date as reflected on this letter has been changed from what the applicant indicated on the Form 500. Such changes are made by the SLD to be sure that the service start date is in compliance with program rules. You will know that a change has been made if there is an asterisk (\*) next to the New Service Start Date. It is important that you and the 471 applicant both recognize that the SLD should be invoiced and the SLD may direct disbursement of the discounts only on eligible, approved services actually delivered and installed after the Service Start Date indicated on this letter.

Any appeal of the change in Service Start Date detailed in a Form 500 Notification Letter must be received within 60 days of the date on the Form 500 Notification Letter. (Information on the appeal process can be found in "Appeals Procedure" posted in the Reference Area of the SLD web site, [www.sl.universalservice.org](http://www.sl.universalservice.org)) Therefore, prompt

communication with your customer is essential.

#### EXPLANATION OF INFORMATION PROVIDED IN THE FORM 500 NOTIFICATION LETTER

On the following pages is a list of FRNs under which you are providing service and for which the applicant has notified us that it is making a modification. To help you understand this list, the following definitions are provided. Most of these are identical to the definitions that were included in the Funding Commitment Decision Letters (FCDL) earlier sent to you.

**Funding Request Number (FRN):** A Funding Request Number is assigned by the SLD to each Block 5 on the applicant's Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of individual discount requests submitted on a Form 471.

**Form 471 Application Number:** A unique identifier assigned to a Form 471 application by the SLD.

**Name of 471 Billed Entity Applicant:** The name of entity that applied to the SLD, from Item 1 of the Form 471.

**Entity Number:** A unique identifier assigned by the SLD for the Billed Entity applicant.

**Name of Form 500 Contact Person:** The name of the contact person from Block 1 of the Form 500.

**Form 500 Contact Person Information:** Mailing address from Block 1, Item 5 of the Form 500, telephone number, fax number, and e-mail address.

**Funding Year:** The funding year associated with this FRN.

**Billing Account Number:** The account number that you have established with your customer for billing purposes. This will be present only if a Billing Account Number was provided on Form 471.

**Service Start Date Change (SHOWN ONLY IF REQUESTED):** The New Service Start Date as indicated on the Form 500. If this date is marked with an asterisk, it was changed by SLD from what the applicant indicated on the Form 500 to be in compliance with program rules and an explanation for the change has been provided. This date as shown is controlling and USAC will not reimburse discounts on services delivered prior to this date.

**Service Start Date Change Explanation (SHOWN ONLY IF RELEVANT):** If the Service Start Date is marked with an asterisk, this field will appear to explain why SLD changed the date. One of the following explanations may appear:

**AVSCD:** The Service Start Date may not be before the Allowable Vendor Selection/Contract Date (AVSCD) from the Form 470 cited for this FRN on the Form 471. If the applicant indicated an earlier SSD on the Form 500, SLD changed the SSD to the AVSCD.

**486 DEADLINE:** Applicants can not use the Form 500 to change the Service Start Date from an adjusted Service Start Date on the Form 486. If the applicant indicated an earlier SSD on the Form 500, SLD changed the SSD to what was reflected on the Form 486 Notification letter sent to both the applicant and the service provider.

**Contract Expiration Date Change (SHOWN ONLY IF REQUESTED):** The Original Contract Expiration Date as shown on the Form 471 and the New Contract Expiration Date. A contract extension does not result in more money being committed to the FRN; the funding remains at the level provided in the Funding Commitment Decision Letter, but an extension may provide more time for the provision of service.

**Cancel FRN (SHOWN ONLY IF REQUESTED):** The Original Commitment Amount as shown in the Funding Commitment Decision Letter (FCDL) and a New Commitment Amount of \$0.00. Canceling an FRN is an irrevocable action.

**Reduce FRN (SHOWN ONLY IF REQUESTED):** The Original Commitment Amount as shown in the Funding Commitment Decision Letter (FCDL) and the New Commitment Amount After Reduction. The New Commitment Amount will become the new cap for the FRN. Reducing an FRN is an irrevocable action.



FORM 500 NOTIFICATION LETTER FUNDING COMMITMENT SYNOPSIS

Service Provider Name: Computer Assets, Inc.  
Service Provider Identification Number: 143020100

Funding Request Number: 561012  
Form 471 Application Number: 238132  
Name of 471 Applicant: CHINLE BOARDING SCHOOL  
Entity Number: 98865  
Name of Form 500 Contact Person: BEVERLY CRAWFORD  
Form 500 Contact Person Information: PO BOX 70, MANY FARMS, AZ 86538-3070, 928-781-6221,  
928-781-6376, IRENEJUMBO@BIA.GOV  
Funding Year 2001: 07/01/2001 - 06/30/2002  
Billing Account Number: 505-747-1172  
Contract Expiration Date Change: 06/30/2002; 09/30/2002

Funding Request Number: 605658  
Form 471 Application Number: 248644  
Name of 471 Applicant: BLACK MESA COMMUNITY SCHOOL  
Entity Number: 98814  
Name of Form 500 Contact Person: MARIE ROSE  
Form 500 Contact Person Information: PO BOX 97, PINON, AZ 86510, 928-674-3632,  
928-674-5134, WIYAA\_ROSE@HOTMAIL.COM  
Funding Year 2001: 07/01/2001 - 06/30/2002  
Billing Account Number: na  
Contract Expiration Date Change: 06/30/2002; 09/30/2002



Universal Service Administrative Company  
Schools & Libraries Division

FORM 486 NOTIFICATION LETTER  
(Funding Year 2001: 07/01/2001 - 06/30/2002)



November 27, 2002

Computer Assets, Inc.  
Abe Salazar  
805 S. Riverside Drive  
Española, NM 87532

Re: Service Provider Name: Computer Assets, Inc.  
Service Provider Identification Number: 143020100

This letter is to notify you that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company has received and accepted FCC Form(s) 486 (Receipt of Service Confirmation Form) from Billed Entities who filed FCC Form(s) 471 listing your company's Service Provider Identification Number (SPIN). You may begin to submit invoices to the SLD for the services covered by the Form(s) 486. You may submit invoices only after you have provided the service during the Funding Year and billed the applicant.

PURPOSE OF THIS FORM 486 NOTIFICATION LETTER

This "Form 486 Notification Letter" informs you that one or more Form(s) 486 listing your company as a service provider has been received by the SLD. As described in the "Explanation of Information Provided" below, this letter contains several important pieces of information from each such Form 486. In particular, the Form 486 Notification Letter sets forth the date that services included within a funding request began to be delivered to the applicant or are expected to be delivered. (A Funding Request Number(FRN) is the number assigned to an applicant's request for discounts on a set of services identified in a single page on the Form 471 application, Block 5.) This date is the earliest date for which services provided by your company are eligible for reimbursement of discounts from the SLD and the Universal Service Administrative Company(USAC) and for which invoices will be accepted by the SLD for discounts.

NOTICE ON SERVICE START DATE

There may be some situations where the Service Start Date as reflected on this letter has been changed from what the applicant indicated on the Form 486. Such changes are made by the SLD to be sure that the Service Start Date is in compliance with program rules. You will know that a change has been made if there is an asterisk next to the Service Start Date. If the SLD changed the Service Start Date, that may have triggered a reduction in the funding commitment if the change of Service Start Date reduced the number of months for which discounts on recurring services could be provided. Such changed amount will be indicated with an asterisk. Whatever Service Start Date and

funding commitment amount are listed, it is important that you and the 471 applicant both recognize that the SLD should be invoiced and the SLD may direct disbursement of the discounts only on eligible, approved services actually delivered and installed on or after the Service Start Date indicated on this letter.

Any appeal of the change in Service Start Date or funding commitment amount detailed in a Form 486 Notification Letter must be received within 60 days of the date on the Form 486 Notification Letter. Further information regarding filing an appeal with the SLD or the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site <www.sl.universalservice.org>. Therefore, prompt communication with your customer is essential.

#### NOTICE ON CIPA COMPLIANCE COMPLIANCE FOR FUNDING YEAR 2002 AND FUTURE FUNDING YEARS

Although the applicant's Form 486 has been fully data entered, the SLD will continue to investigate the CIPA compliance status of each of the entities represented on each FRN listed. If the SLD discovers that the reported CIPA compliance status for an entity is not valid, based on what was reported on the applicant's Forms 486 from prior Funding Years, there is a possibility that invoices will be denied for services being delivered to the affected entities.

#### NOTICE ON INVOICING

**INVOICING DEADLINES:** After a Form 486 has been properly filed, the SLD must receive an invoice from either the applicant or the service provider in order to make payments for approved discounts on eligible services. Form 472, Billed Entity Applicant Reimbursement (BEAR) Form, is filed by the applicant; Form 474, Service Provider Invoice Form, is filed by the service provider. Invoices must be postmarked no later than 120 calendar days after the last date to receive service or 120 calendar days after the date of this Form 486 Notification Letter, whichever is later. If an invoice is postmarked after the later of those two dates, payment will be denied.

Please note that the SLD encourages service providers to work with their customers to establish whether discounts will appear on bills or whether customers prefer a reimbursement process. The SLD will process either reimbursements based on Form 472 (BEAR) or discounts based on Form 474 (SPIF) for a given FRN. Once established, however, the selected process - SPIFs or BEARs - must be used consistently for the entire Funding Year.

**NOTE:** The SLD will base the billing mode (reimbursement or discounting) on the first invoice type that it processes for payment. It is therefore imperative for the service provider and the customer to establish together the preferred invoicing mode.

#### ELECTRONIC FILING OF INVOICES

Service providers may invoice the SLD either by submitting the SLD Service Provider Invoice Form online or by mail or by filing electronically. The SLD strongly encourages electronic invoicing for providers who will repeatedly bill the SLD. Below is a brief description of the process for electronic submissions.

1. Service providers should send, via e-mail, a message to [SLDFORM@sl.universalservice.org](mailto:SLDFORM@sl.universalservice.org) (please note the "sl." prefix) indicating the e-mail address where they wish to receive electronic notification of funding commitments, receipt of Forms 471 filed, and future electronic versions of this Form 486 Notification Letter. The SLD will accept electronic invoices from multiple employees within a company. The electronic notification of receipt of the invoice file, and other electronic transmissions regarding each specific invoice file will be sent to the e-mail address contained within the filename of each specific electronic invoice file received.
2. Upon receipt of your e-mail indicating a desire to invoice the SLD electronically, the SLD's invoice manager will send to you electronically the information to establish an electronic invoicing relationship.

3. You will be required to obtain Pretty Good Privacy(PGP) software in order to encrypt electronic invoice submissions prior to submission. Once installed, the service provider may use PGP to send and/or receive encrypted files.
4. The service provider will be instructed to create its Invoice Form in a comma delimited format, encrypt it using PGP, and send it as an e-mail attachment to an e-mail address which will be specified in the instruction materials.
5. The attachment will be received by the SLD, automatically decrypted via PGP and saved into a specific directory.
6. The file will then be processed by an in-house application that will check for errors.
7. Files successfully transmitted will be promptly validated and a message will be sent back to the originator stating that the invoice has been received. In the event of transmission or technical errors, an error report will be sent back to the originator with a list of all errors associated with the invoice. Once the errors have been corrected, the invoice should be resubmitted. If you are resubmitting fewer than 15 line items, the resubmitted invoice can be entered online.

#### MANUAL AND ONLINE FILING OF INVOICES

Service providers who wish to file their invoices manually or online may obtain FCC Form 474 (Service Provider Invoice Form) at the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) under SLD Forms (service provider forms can be found towards the bottom of the page). Paper copies of the Form for manual filing can also be obtained by calling the SLD Client Service Bureau at 1-888-203-8100.

#### REVIEW OF INVOICES FOR COMPLIANCE WITH PROGRAM RULES

Once an invoice is in our system, it is reviewed (electronically and, in some cases, manually) for compliance with program rules. Applicants who submit BEARs or service providers who submit SPIFs may be contacted by our Program Integrity Assurance team to provide information in support of the invoice.

#### INVOICE GUIDELINES AND ANNUAL CERTIFICATION

Invoices may include as many line items as service providers wish, covering many customers or just one, and covering as long or short a period as needed for recovering discounts on services rendered. No payments will be made for services delivered before the start of the pertinent Funding Year, or the Service Start Date indicated on this letter, whichever is later, or for services delivered after the end of the pertinent Funding Year.

NOTE: All service providers submitting invoices to the SLD for payment are required to submit by mail, once each funding year, an FCC Form 473, Service Provider Annual Certification signed by an officer or employee of the service provider who has authority to certify on behalf of the company, to confirm compliance with program rules. This Form can be found on the SLD web site under SLD Forms; service provider forms can be found towards the bottom of the page.

#### NOTICE ON RULES AND FUNDS AVAILABILTY

FCC Form 471 applicants who have received funding commitments continue to be subject to audits and other reviews that the SLD may undertake to assure that funds are being used in compliance with program rules. If the SLD discovers that funds are not being used in compliance with program rules, the SLD, and other appropriate authorities (including but not limited to USAC and the FCC), may pursue enforcement actions and other means of recourse to collect erroneously disbursed funds. The timing of payment of invoices may also be affected by the availability of funds based on the amount of funds collected from contributing telecommunications companies.

## EXPLANATION OF INFORMATION PROVIDED IN THE FORM 486 NOTIFICATION LETTER

On the following pages is a list of ERNs under which you are providing service and for which the applicant has notified us that it is receiving service or has confirmed with you that it will receive service. To help you understand this list, the following definitions are provided. Most of these are identical to the definitions that were included in the Form 471 Receipt Acknowledgement and Funding Commitment Decision Letters sent to you earlier.

**Funding Request Number (ERN):** A Funding Request Number is assigned by the SLD to each page completed in Block 5 of the applicant's Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of individual discount requests submitted on a Form 471.

**Form 471 Application Number:** A unique identifier assigned to a Form 471 application by the SLD.

**Form 470 Application Number:** A unique identifier assigned by the SLD to a Form 470 as listed in Block 5 of the Form 471.

**Name of 471 Applicant:** Name of entity that applied to the SLD, from Item 1 of the Form 471.

**Address of 471 Applicant:** Address of entity that applied to the SLD, from Item 1 of the Form 471. Includes street address and city, state and zip code.

**Entity Number:** A unique identifier assigned by the SLD to the Form 471 Applicant.

**Name of Contact Person:** The name of the contact person from Block 1, of the Form 471.

**Preferred Mode of Contact:** e.g., telephone, fax, or e-mail.

**Contact Information:** e.g., telephone number, fax number, or e-mail address based on preferred mode of contact.

**Name of Form 486 Contact Person:** The name of the contact person from Block 1.

**Address of Form 486 Contact:** The address of the contact person from Block 1. Includes street address, city, state and zip code.

**Fax of Form 486 Contact:** The fax number of the contact person from Block 1.

**Telephone of Form 486 Contact:** The telephone number of the contact person from Block 1.

**E-mail Address of the Form 486 Contact:** The e-mail address of the contact person from Block 1.

**Funding Year:** The funding year for which discounts have been approved. Funding years begin on July 1 and end on the following June 30. Funding years are designated by the calendar year in which they begin.

**Contract Number:** The number of the contract between the customer and the service provider. This will be present only if a contract number was provided on Form 471.

**Services Ordered:** The category of service ordered from the service provider, as shown on Form 471, Block 5.

**Billing Account Number:** The account number that you have established with your customer for billing purposes. This will be present only if a Billing Account Number was provided on the Form 471.

**Service Start Date:** The date that the Form 471 applicant has reported, on the Form 486,

that service actually started (or is scheduled to start). This is the earliest date of service for which the SLD will reimburse the service provider for discounted services. If this date is marked with an asterisk, it was changed in compliance with program rules from what the applicant put in the Form 486. This date as shown is controlling and no invoices will be paid for services before this date.

Service Start Date Change Explanation (SHOWN ONLY IF RELEVANT): If the Service Start Date is marked with an asterisk, this field will explain why the SLD changed the date. One of the following explanations may appear:

AVSCD: The Service Start Date may not be before the Allowable Vendor Selection/Contract Date (AVSCD) from the Form 470 cited for this ERN on the Form 471. If the applicant indicated an earlier SSD on the Form 486, the SLD changed the SSD to the AVSCD.

120-DAY 486 DEADLINE: Forms 486 must be postmarked no later than 120 days after the start of services or no later than 120 days after the date of the Funding Commitment Decision Letter (FCDL), whichever is later. If the Form 486 is postmarked after the later of those two dates, the SLD changed the SSD to the date 120 days before the Form 486 postmark. That date will become the start date for discounted services.

Contract Expiration Date: The date the contract expires. This will be present only if a contract expiration date was provided on Form 471.

Total Program Year Pre-discount Amount: The total eligible recurring and non-recurring charges under the program for the pertinent Funding Year.

Applicant's Approved Discount Percentage: This is the discount rate that the SLD approved for this service. The Discount Amount Billed to the SLD should never be greater (and sometimes should be less) than the Total (Undiscounted) Amount for Service times the Approved Discount Amount.

Funding Commitment Decision: This represents the total amount of funding that the SLD is now reserving to reimburse you for the discounts for this service through the end of the funding year as determined by FCC rules. If the SLD changed the Service Start Date, that may have triggered a reduction in the funding commitment if the change of Service Start Date reduced the number of months for which discounts on recurring services could be provided. Such changed amount will be indicated with an asterisk. Whatever amount is listed here, it is important that you and the 471 applicant both recognize that the SLD should be invoiced and the SLD may direct disbursement of the discounts only on eligible, approved services actually delivered and installed.

**Service Certification**

<b>Service Provider Name</b>	Computer Assets, Inc.
<b>Service Provider SPIN</b>	143020100
<b>Service Provider Invoice #</b>	8067
<b>Undiscounted Invoice Amount</b>	\$157,806.63
<b>Discounted Invoice Amount</b>	\$142,025.97

<b>Applicant Name</b>	Chinle Boarding School
<b>Representative / Contact Name</b>	Jacqueline Wade
<b>Representative / Contact Title</b>	Principal
<b>Representative / Contact Phone</b>	(928) 781-6376
<b>Billed Entity Number (BEN)</b>	98865
<b>471#</b>	238132
<b>FRN#</b>	561012
<b>Date Services Delivered and Installed</b>	11-30-02

This is to certify that I am authorized to represent the above named applicant. This is also to certify the services described on the attached vendor invoice were delivered and installed.

Or The charges represented by the above represented invoice are deposits or up-front charges for services, which have not been delivered, and have been agreed to based on the contract between the above referenced Applicant and Service Provider

Signed: <i>Jacqueline Wade</i>	Signed:
Date: 1/31/03	Date:
<b>Copy of <u>detailed</u> vendor invoice must be attached</b>	<b>Copy of <u>supporting contract</u> must be attached if indicated below</b>
	Supporting Contract Required YES NO



805 S. Riverside Drive  
P.O. Box 1364  
Española, NM 87532  
505-747-1172 Tel  
505-753-6347 Fax

### CERTIFICATE OF COMPLETION

Project: Chinle Boarding Schools  
Customer Contact: Jacqueline Wade

This is to confirm the completion of the installation of the: 561012  
Frn# ~~56012~~ Data Installer

Located at: P.O. Box 70 Many Farms, Arizona 86538

The details of the Data & Installation are as follows:

☐

☐

Sincerely,

Computer Assets Team: Tom Montano

Customer Contact Sign-Off:

Date:

11/30/02

Jacqueline Wade

Signature:

Phone Number & E-mail address: (928)781-6376 JNWADE@HOTMAIL.COM

Sign-off of this document reflects the completion of all open issues related to the installation and programming of equipment and software installed by Computer Assets, Inc. Any additional changes to voice and data equipment may be subject to Time and Material charges based upon the terms stipulated in the maintenance agreement (if any) between Chinle Boarding School and Computer Assets, Inc. This document serves as notification that all work is done in satisfactory manner and will be paid to Computer Assets within 30 days of completion.

Previous issues not listed on this document have been resolved and closed.

Notes/Comments:

Upon signature, please fax to the attention of Frances Diaz at (505)753-6347, and mail original.



**Frances Diaz frances@computerassets.com**

---

**From:** Frances Diaz frances@computerassets.com  
**Sent:** Monday, March 10, 2003 11:14 AM  
**To:** 'appeals@sl.universalservice.org'  
**Subject:** Invoice Deadline Request Appeal Year 4 Chinle Boarding School Frn# 561012

I would like to request an Invoice Deadline extension for the following:

471 Application #            238132  
Billed Entity #            98865  
Frn#                        561012  
Service Provider        Computer Assets, Inc.  
                                  805 S. Riverside Dr.  
                                  P.O. Box 1364  
                                  Espanola, New Mexico 87532

Service Provider Spin# 143020100

SLC Inv#                    358267

Amount                    \$142,025.97

Contact Person:        Frances Diaz    frances@computerassets.com

We would like to file an Invoice Deadline Reuest for Chinle Boarding School Inv # 358267 for the following reasons.

The School submitted a form 500 extension request and it was approved, at the time they filed they were with the understanding that when you file an contract extension request that the services were automatically extended also. The service certification states that the services were done and completed by 11/30/02 complying with the Forn 500 extension. We both were unawre that the services also had to be extended, at this point the services were done in good faith anf it would be as hardship for the school to be responsible to pay the money to us.If there is any other information I may be of assistance please e-mail me, so we can correct this problem as soon as possib;e. Thank You.

*Frances Diaz*

*Computer Assets, Inc.*

*(505) 747-1172 x1211*

*(505) 753-6347 fax*

*frances@computerassets.com*

3/10/2003

**Frances Diaz frances@computerassets.com**

---

**From:** Appeals [appeals@sl.universalservice.org]  
**Sent:** Monday, March 10, 2003 11:14 AM  
**To:** Frances Diaz frances@computerassets.com  
**Subject:** Re: Invoice Deadline Request Appeal Year 4 Chinle BoardingSchool Frn# 561012

Thank you for sending an email inquiry to the Schools & Libraries  
Division  
(SLD) of the Universal Service Administrative Company . This message  
serves  
as a receipt confirmation. While the SLD researches your inquiry,  
please  
note that you may also refer to the SLD website  
([www.sl.universalservice.org](http://www.sl.universalservice.org)) for program information.